

# Joint Archives Advisory Board

## 5 February 2021

### Joint Archives Service: Review of Fees and Charges

#### For Recommendation to Cabinet

**Portfolio Holder:** Cllr J Haynes, Customer and Community Services  
Cllr M. Iyengar, Tourism, Leisure and Culture, BCP Council

**Local Councillor(s):** Pan-Dorset

**Executive Director:** J Sellgren, Executive Director of Place

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**Report Status:** Public

**Recommendation:** It is recommended that the revised fees and charges (set out in Appendices 1-2) be recommended to the executive bodies of the two councils for implementation from 1 April 2021.

**Reason for Recommendation:** To sustain the Joint Archives Service's budget and income levels through robust and benchmarked charging for services.

- 1. Executive Summary:**  
Report of review of fees and charges in regard to new products and re-pricing together with recommendations for changes in Dorset History Centre Fees and Charges to take effect 1 April 2021.
- 2. Financial Implications**  
The income derived from the JAS's fees and charges is vital to its budget make-up.
- 3. Well-being and Health Implications**  
  
None

#### **4. Climate implications**

None

#### **5. Other Implications**

None

#### **6. Risk Assessment**

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: **Medium**

Residual Risk: **Medium**

#### **7. Equalities Impact Assessment**

The JAS has completed a full EQIA. Areas for further consideration include working with younger people and with black and ethnic minority groups and religious minorities. Improved digital provision will also assist in providing greater access to collections for people living at some distance from Dorchester.

#### **8. Appendices**

Appendix 1: Dorset History Centre Fees and Charges 2021/2022

Appendix 2: Reproduction fees

#### **9. Background Papers**

None

#### **Footnote:**

Issues relating to financial, legal, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

## **1. Background**

- 1.1 Dorset History Centre's fees and charges were last reviewed at the Joint Archives Advisory Board meeting on 31 October 2016 and came into force on 1 January 2017. Since then however, adjustments have been made in a variety of areas. This report seeks to formalise these adjustments and to suggest further changes to the tariff of fees and charges.
- 2.1 It is proposed that the revised fees and charges set out in the Appendices be implemented with effect from 1 April 2021.
- 3.1 At its meeting in May 2006, the Board agreed to give the County Archivist/Service Manager for Archives the discretion to set and vary initial prices and to negotiate discounts as appropriate for new products or services between reviews and that these should be reported and recommended to the Board in the following review of fees and charges. This need continues as the service delivery evolves due to technical innovation and circumstances, such as the Covid-19 pandemic. Recent additional or revised charges are included in Appendices 1 and 2.

## **2. Review**

- 2.1 After careful consideration, it is not proposed to raise all charges, as the Service is still broadly in line with the market and comparable organisations. The charges have been compared with Surrey History Centre, West Sussex Record Office and Hampshire Archives Service as well as comparison with other archive services in the South-West.
- 2.2 There have been significant changes to the method of delivery of some services. The ability to deliver digital copying through electronic transfer or email is now preferred to printing or copying to CD and posting.
- 2.3 The service is investigating the possibilities of delivering outreach online. This is reflected in the addition of new charges in this area, with the provision of free taster sessions to build interest. The service establishment does not currently include an Education Officer, therefore, the charges for delivery of education sessions have been held at previous rates.
- 2.4 The car parking charges are now regulated through a Traffic Regulation Order in force since 2018 which are changed in line with the charges levied by Dorset Council.

## **3. Conclusion**

- 3.1 This report has set out proposals for various amendments to the JAS's schedule of fees and charges. Increases have been proposed only where it is felt that they are realistic, are linked to inflationary pressures and where there have been improvements or changes to the method of delivery and standard of provision.

## Appendix 1

### Dorset History Centre Fees and Charges 2021/2022

	Current Price	Proposed Price (changes in bold)
<b><u>Reprographics Services</u></b>		
<b>Photocopies/Microform print out ordered &amp; supplied during visit</b>		
Photocopies/Microform print out (black & white) (A4 or A3)	£1.00	£1.00
Photocopies (colour) (A4 or A3)	£2.00	£2.00
Minimum charge for photocopies/microform print out (b&w) ordered & supplied by post includes up to 4 x A4 or A3 sheets	£7.00	<b>£8.00</b>
Additional photocopies/microform print out (b&w) – ordered by post	£1.00	£1.00
Additional photocopies (colour) (A4 or A3) – ordered by post	£2.00	£2.00
<b>Digital copying services - supplied by email/electronic transfer or download</b>		
Tiff Images each	£7.00 1st image	<b>£9.00</b>
jpeg images each	£4.00 subsequent images	<b>£6.00</b>
Additional consecutive pages in bound volumes jpeg only	£1.00 consecutive pages in bound volumes	<b>£1.50</b>
Handling charge for e-mail or electronic transfer of digital orders		<b>£3.00</b>
Sound files		<b>£8.00</b>
Tithe maps (one map and apportionment)	£12.00 + p&p	<b>£15.00</b>
Resupply by We Transfer admin charge		<b>£5.00</b>
Supply of images/sound files on CD or DVD	£3.00 per CD/DVD + £2.00 p&p	<b>£3.00 + £2.00 p&amp;p</b>
Postage and packaging		From <b>£1.80</b>
<b>Public self-service copying</b>		
Photocopies (black & white) (A4 or A3)	20p	<b>25p</b>
Microform print-out	60p	<b>70p</b>
Black & white print-out from computers	60p	<b>70p</b>

<b>Permission to photograph documents</b>		
Day ticket	£8.00	<b>£10.00</b>
Weekly ticket	£25	<b>£35.00</b>
<b>Certification Services</b>		
Certification of copies (includes searching for specific entry, copying and certification)		<b>£17.00</b>
Cost of the copy in whatever format plus	£6.00	
Vehicle Registrations (incl. register and card, if available)	£12.00	
<b>Certificates</b>		
Baptism or burial from a parish register entry (Certificate fees set by the Church of England Table of Fees 2020)		<b>£31.00 + p&amp;p</b>
<b><u>Research/consultation and advice Services</u></b>		
Enquiries: look ups for specific information		<b>£10.00</b> per half hour
Research Service or Family History consultation fee	£35.00 per hour or part hour	<b>£37.00</b> per hour or part hour
One to one surgery - research topic consultation		<b>£30.00</b> per hour or part hour
Professional Consultation/advice fee	£40.00	<b>£60.00</b> per hour
Magistrates	£30 per hour	<b>£35.00</b> per hour plus copy charge and certification if entry found
<b><u>Conservation Services</u></b>		
Treatment Proposal (where items assessed at DHC)	Free	<b>£35.00</b> per hour deducted from final charge if treatment carried out at DHC
Conservation – collection condition survey and written report (at customers site)		<b>£35.00</b> per hour including travel time, plus expenses
Conservation treatment fee (per hour)	£50.00	<b>£60.00</b> per hour

<b><u>Community Engagement, Outreach and Education Services</u></b>		
<b>Group talks, training, tours, lectures &amp; visits</b>		
Offsite talk, lecture (standard talks)	£65.00	<b>£70.00</b>
Online talks by DHC staff for other organisations (standard talks)		<b>£60.00</b>
Onsite talk/lecture; introductory tours and visits	£50 minimum charge or £3.50 per head	<b>£60.00</b> (group of up to 12) or <b>£5.00</b> per person
Bespoke/specialist talks requiring substantial research		<b>£80.00</b>
Online events (talks/workshops) organised by DHC		<b>Tasters free</b> otherwise <b>£5.00</b> per person
2-3 hour workshop/training session (e.g. oral history or family history)	Variable between £5.00 and £10.00 per person per session	
Onsite		<b>£120</b> for group up to 10 or <b>£12</b> per person
Offsite		<b>£130</b> for group up to 10 or <b>£13</b> per person (plus travel)
Full day workshop/class	Variable between £10.00 and £20.00 per person per session	Variable between <b>£15.00</b> and £20.00 per person per session
<b>Education Service charges</b>		
Downloadable education packs		Variable depending on size of the resource from <b>£20</b> per download
2 hour outreach taught session at a school (inc. CD of copies of documents, transcripts and session plans)	£80.00	£80.00 plus travel expenses
2 hour taught session at DHC (inc. as above, lecture room hire and opportunity to use original records)	£80.00	£80.00
<b>Miscellaneous</b>		
Coffee/tea in Public Common Room	£1.00	<b>£1.50</b>

<b>Hire of Lecture Room</b>		
Mon - Fri: 9am-5pm per hour (minimum of two hour booking) (full rate/charity rate)	£10.00/£7.50	<b>£12.00/£9.00</b>
Saturday - 1st and 3rd Saturday of the month per hour (minimum of two hour booking) (full rate/charity rate)	£10.00/£7.50	<b>£12.00/£9.00</b>
Saturday - when History Centre is closed	Available on request	
Evenings	Available on request	
Cancellation fee (less than 3 days notice)	£15.00	<b>£17.00</b>
<b>Car Parking Fees – Tied to Dorset Council charges</b>		
Monday to Saturday 8.00 -18.00		
Up to 1 hour	60p	<b>70p</b>
Up to 2 hours	£1.00	£1.00
Up to 3 hours	£2.00	£2.00
Up to 4 hours (no return)	3.40 (All day)	£3.00
Disabled Badge Holders Maximum stay of 3 hours (no return within 1 hour)	Free	Free

## Reproduction fees

These charges have been increased since the last Fees and Charges to the Board and are presented for confirmation

**Rate 1: Not-for-profit publication: £10.00 discounted rate £7.50**

Including: Community/ local voluntary groups/scholarly/educational publications, digital publication on community/local voluntary group websites or other digital media and video.

**Rate 2: Commercial publication – local: £20.00 discounted rate £10.00**

Including: local press, magazines and websites and other digital media, local publishers of Dorset history and related material.

**Rate 3: Commercial publication – national: £100.00 discounted rate £50.00\***

Including: national media, digital publication in all formats, film and TV use of images.

*\*For third and all further images used in a single publication*

**Category 1: Other commercial use: by negotiation**

Include significant filming, advertising use, book covers, CD labels, TV editorial flashes, TV advertising flashes, commercial video, souvenirs.

**Category 2: Commercial filming: by negotiation**

£60 per hour to include research, set up costs, staff time for filming and supervision plus additional charges for venue hire for filming.

**Category 3: No charge**

Only when directly supports DHC core objectives and key priorities or is otherwise beneficial to the archives and local studies collections and the wider priorities of both funding councils.